

POLICE LIEUTENANT
(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is responsible supervisory line police work. Employees of this class monitor the performance of a group of lower ranking line employees engaged in patrol, traffic control and accident investigation, and investigation of crimes committed within the jurisdiction. The police lieutenant assists subordinates and trains them in the performance of their duties and reports to the assistant police chief who assigns and reviews the work of this class. This class ranks directly below that of Assistant Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts roll call at the beginning of a shift, inspects subordinates for correct appearance, transmits orders to officers, issues equipment and supplies; assigns specific work to subordinates; inspects and provides for maintenance of police vehicles; reviews and critiques reports prepared by subordinates; makes reports on work performance and attitude of subordinates;

Supervises units on street during shift to make sure they are patrolling, covering calls correctly, and/or making traffic stops correctly; verbally corrects subordinates when their work performance, attitude, or behavior falls below expected standards; talks to subordinates in formal sessions or informally to explain and provide assistance and guidance on police work;

Lectures or conducts formal training classes in designated areas of police work;

Fills in forms and completes records and reports; supervises work of clerical employees;

Provides for maintenance and upkeep of jail facility;

Receives inquiries from news media and releases information; talks to owners of businesses to give pointers on crime prevention; makes talks or conducts demonstrations before school or community groups; conducts tours of the police station for school or community groups; answers questions for the public;

Checks school crossing guards to see that they are on duty during assigned hours;

Makes initial and follow-up investigations of complaints; searches for physical evidence at crime scene; identifies, labels, and preserves chain of custody of evidence; releases evidence to laboratory experts for analysis; conducts searches upon probable cause or makes application for and executes a search warrant; seizes contraband or evidence located; apprehends and interrogates persons suspected of committing crimes; makes arrests in accordance with the law and established procedures; confers with the district attorney or prosecutor on criminal cases to be tried; testifies in court;

Performs related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

At the time of application closing date for examination, must be a regular and permanent employee in good standing in the class of Police Sergeant.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.